

# PUBLIC INVOLVEMENT PLAN

## Burlington-Winooski Bridge Replacement Project Burlington-Winooski BF RAIZ(2)

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## Revision History

The Public Involvement Plan (PIP) will be periodically updated and is considered a “living document” that will be used throughout the duration of the project. It is anticipated that revisions and updates to the PIP will be conducted based upon the decisions of the Vermont Agency of Transportation (VTrans) and its Public Involvement Team (PIT) that includes representation from VTrans, HNTB Corporation (HNTB), the City of Burlington, the City of Winooski, and the Chittenden County Regional Planning Commission.

This PIP describes the activities that are planned to be conducted that are intended to support a robust public involvement and public engagement effort throughout the duration of this phase of the project.

As the project progresses any revisions to the PIP will be authorized and issued by VTrans. HNTB will prepare and issue revisions to the PIP on behalf of VTrans. Any project participant may request or suggest a revision to the PIP; however, all changes shall be reviewed and authorized as described.

Revisions will be continuously documented and summarized within the table below.

**Revision Tracking**

<b>Revision No.</b>	<b>Date</b>	<b>Section/Page No.</b>	<b>Description of Revision</b>
1	10/16/23	Section 2.1.7/page 6	Updated Table 3 – Members of the Project Advisory Committee
2			
3			
4			
5			
6			

## 1.0 Introduction and Background

The Burlington-Winooski Bridge is located between Burlington and Winooski carrying US Routes 2 and 7 over the Winooski River. This bridge provides a vital connection between the two cities, as well as for the region. As the sole downtown crossing over the Winooski River, the bridge provides a link for approximately 25,000 vehicles per day and approximately 500 pedestrians and bicyclists per day.

The existing bridge, constructed in 1929, is approaching the end of its service life and it has become apparent that it no longer meets the needs of the communities it serves. The existing bridge has four narrow vehicle travel lanes, no shoulders, and narrow sidewalks on each side. There is no buffer separating vehicular traffic from pedestrians and bicyclists, creating an unsafe condition for all travelers. Replacing this 93-year-old bridge is a priority action for VTrans. The new bridge is expected to improve connectivity and safety for all users, also considered multi-modal users. Multi-modal users can be defined as vehicles and trucks, transit providers or shuttles, bicyclists, pedestrians, e-scooters, e-bikes, as well as wheelchairs and similar assisted mobility devices.

Prior to the initiation of the Burlington-Winooski Bridge Replacement Project, this bridge progressed through a process known as *Phase A: Project Definition*, which concluded with a Scoping Report, dated May 30, 2019. The Scoping Report was initiated by the lead agency at the time, the Chittenden County Regional Planning Commission (CCRPC). The development of the Scoping Report included input from the public and input from a Project Advisory Committee, or PAC, comprised of project stakeholders and local leaders. The work done during Phase A concluded with the recommendation that the existing bridge be replaced with a wider structure. In addition, Phase A concluded with a recommendation that vehicular traffic be managed with a short-term detour, while pedestrian and bicycle traffic would be maintained onsite.

Additionally, in 2022, the project received a federal grant through the *Rebuilding American Infrastructure with Sustainability and Equity* (RAISE) program for \$24.8-million dollars, which requires the obligation for the use of the funds to occur by June 30, 2026. Within the grant application, VTrans committed to using a “design-build” contracting mechanism.

Coordinating and navigating the needs of the surrounding communities and regional travelers, while considering the adjacent environmental resources, properties, utilities, and concurrent infrastructure projects (i.e., intersection and roadway improvements) will be critical to the development of the overall project. As such, all public involvement efforts and community collaboration, as part of this project, will be a vital component of its success.

## 1.1 Project Phases

The project will move forward in two phases under separate contracts executed by VTrans, which generally consist of the following efforts.

### 1.1.1 Phase I – Development

The first phase (currently ongoing) is the development of a preliminary engineering design for a new bridge, securing the required permits and approvals from federal, state and local agencies, as well as public involvement to help guide the design and associated features of a new bridge. This phase is anticipated to end in 2026. This PIP addresses the activities that will be done during Phase I only. An overview of the project schedule for Phase I is enclosed as Appendix A.

### 1.1.2 Phase II – Construction

The second phase (a future phase) is anticipated to be advertised and awarded to a design-build contractor in 2026 where the bridge design will be completed, and the new bridge will be constructed. This PIP does not include the activities for Phase II.

Ongoing public outreach needs are anticipated to occur during Phase II. The specific activities to inform and engage the public for Phase II will be determined by VTrans at a later date and will be initiated through a separate scope of work (i.e., separate and distinct contract).

This PIP has been developed in consultation with the VTrans, City of Burlington, City of Winooski, and the CCRPC. The goal of this plan is to describe the primary activities that will be undertaken by the Public Involvement Team to inform and engage the public-at-large, elected officials, businesses, and key stakeholders, and others for the duration of the Phase 1 portion of the project. This PIP is based upon the VTrans public outreach process and standard outreach methods and tools in order to achieve the goal of equity-based engagement and input from the public-at-large. The CCRPC's Equity Impact Worksheet tool and its results are being utilized to assist in the execution of the activities presented in this PIP.

## 2.0 Coordination and Oversight

### 2.1 Roles and Responsibilities

#### 2.1.1 Vermont Agency of Transportation

The mission of VTrans is to provide for the safe and efficient movement of people and goods. VTrans is working to improve travel conditions for all users and increase safety by replacing the Burlington Winooski

Bridge that carries US Routes 2 and 7 over the Winooski River connecting the City of Burlington and the City of Winooski. Each of the organizations listed below have an important role on this project and will assist VTrans in its efforts to follow its mission and achieve the project goals.



VTrans will rely on the City of Burlington, City of Winooski, CCRPC, as well as community leaders, key stakeholders, and the public, to provide critical input and guidance for the duration of the project. However, VTrans is the lead agency for this project will remain in role of decision maker in all matters. VTrans has retained the services of HNTB Corporation to assist in executing the project.

#### 2.1.2 HNTB Corporation

HNTB Corporation (HNTB) is a full-service engineering consultant retained by VTrans to serve in the role as the owners' representative on this design-build project. HNTB will develop the

preliminary design of the new bridge, assist to secure agency permits and approvals, and perform a robust public involvement campaign. HNTB will directly support VTrans in all public involvement activities and will serve as part of the overall Public Involvement Team.



HNTB is responsible for delivering high-quality public involvement materials and other engagement activities. With oversight from VTrans, HNTB will prepare and distribute all public project communications, develop a project website and virtual engagement platform, provide project branding, conduct outreach to the public-at-large as well as historically underserved residents. HNTB will work hand-in-hand with VTrans and the other members of the Public Involvement Team. HNTB will also coordinate public involvement efforts with VTrans, when appropriate, during their development of an environmental document to meet the requirements of the National Environmental Policy Act, also known as NEPA.

### 2.1.3 Chittenden County Regional Planning Commission

The Chittenden County Regional Planning Commission (CCRPC) has been assisting to advance this project and is continuing to assist by sharing valuable insight gained during the development of the Scoping Report, information about the region, its stakeholders, as well as other concurrent and future projects occurring in the region. The CCRPC is also providing guidance on alternate ways of reaching the public-at-large including residents that may not have access to technology and/or whose primary language is not English. The CCRPC may also assist in helping to identify upcoming community event opportunities where the project team can participate.



Staff from the CCRPC will serve on a project Technical Advisory Committee (TAC) and Public Involvement Team (PIT) which are described below.

### 2.1.4 City of Burlington and City of Winooski

Local municipalities and city officials are a valuable resource for information and happenings within their respective cities. It is anticipated that the City of Burlington and City of Winooski will be heavily involved throughout the project duration. The two cities share ownership of the bridge and will be immediately affected by site investigations and construction activities as well as the long-term use of the new bridge.



Staff from the City of Burlington and City of Winooski will serve on a project TAC and PIT which are described below.



### 2.1.5 Technical Advisory Committee

Although not directly involved in the public involvement activities, it is important to note that the Technical Advisory Committee (TAC) will play a key role in the project success. The role of the TAC is to provide the design team (VTrans/HNTB) with technical guidance related to items such as maintenance considerations, ongoing projects, utilities, etc. The TAC is not shown on the organization chart below since the TAC won't have a direct/reoccurring role with public involvement. The members of the TAC are shown below:



**Table 1 - Members of the Technical Advisory Committee**

Member	Title	Representing
Robert Klinefelter	Structures Project Manager	VTrans
Carolyn Cota	Structures & Hydraulics Program Manager	VTrans
James LaCroix	Conventional Projects Manager	VTrans
Josh Olund	Design Lead	HNTB
Steven Spear	Deputy Design Lead	HNTB
Ashley Stephens	Senior Civil Engineer	HNTB
Eleni Churchill	Transportation Program Manager	CCRPC
Jason Charest	Senior Transportation Planning Engineer	CCRPC
Laura Wheelock	Public Works Engineer	City of Burlington
Maddy Suender	Associate Public Works Engineer	City of Burlington
Ryan Lambert	City Engineer	City of Winooski
Jon Rauscher	Director of Public Works	City of Winooski

### 2.1.6 Public Involvement Team

The Public Involvement Team (PIT) will include representation from VTrans, HNTB, CCRPC, the City of Burlington and the City of Winooski. The role of the PIT is to provide the design team (VTrans/HNTB) guidance related to approaches for public outreach, identifying community events to attend, addressing informational needs that may arise from city staff and elected officials, as well as helping to identify key stakeholders and stakeholder groups. Others may be asked to participate in the PIT such as staff from surrounding municipalities including South Burlington, Essex, Williston, and Colchester.

The PIT will meet on a frequent and regular basis to discuss ongoing and upcoming activities in relation to public involvement, the concerns and questions received, and implementation of the activities outlined in this PIP. Members of the PIT are shown below:

**Table 2 - Members of the Public Involvement Team**

Member	Title	Representing
Robert Klinefelter	Structures Project Manager	VTrans
Carolyn Cota	Structures & Hydraulics Program Manager	VTrans
Josh Olund	Design Lead	HNTB
Jennifer Zorn	Public Involvement Lead	HNTB
Emma Vaughn	Communications Manager	CCRPC
Anne Nelson Stone	Equity & Engagement Manager	CCRPC
Laura Wheelock	Public Works Engineer	City of Burlington
Robert Goulding	Public Information Manager	City of Burlington
Paul Sarne	Director of Communications	City of Winooski

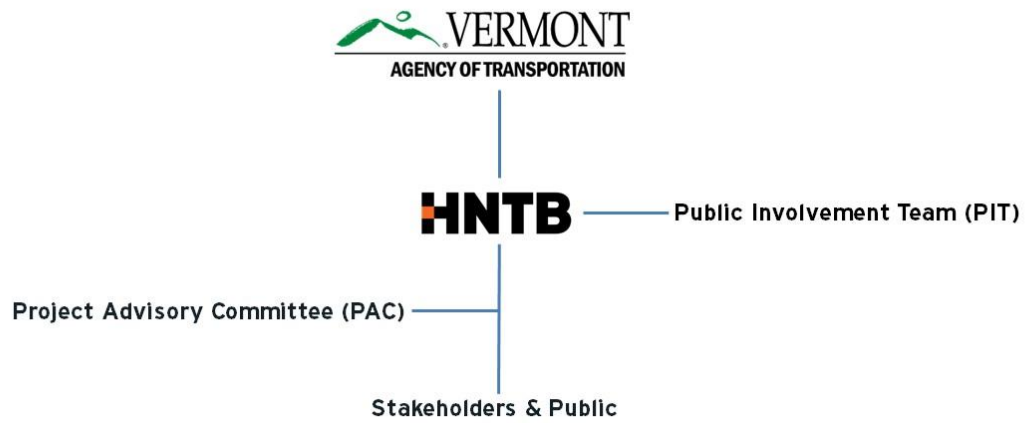
### 2.1.7 Project Advisory Committee

Formation of a Project Advisory Committee (PAC) is planned for early in the project. Formation of the PAC is currently in process but is yet to be finalized. It is anticipated that the PAC will provide guidance to the PIT on making connections with stakeholders, act as a potential avenue for information exchange, offer input on topics of interest to communicate with the public and groups, and may be asked by VTrans/HNTB to help guide project decisions where conflicting input is received. Members of the PAC will be shown below, upon formation of this committee.

**Table 3 - Members of the Project Advisory Committee**

Member	Title	Representing
Mohamed Diop	Director of Multilingual Learner Programs	Winooski School District
Michael O'Brien	Chair	Winooski Planning Commission
Bryn Oakleaf	Winooski City Councilor	Winooski City Council
StaciAnne Grove	Community Relations Coordinator	UVM Medical Center
Kara Alnasrawi	Director Business and Workforce Development	Burlington Business & Workforce Development
Jason Stuffle	Resident	Bike Walk Council
David Cawley	Resident	Old East End Neighborhood Group
Lisa Kingsbury	Associate Director for Planning	UVM
Melissa Corbin	Executive Director	Downtown Winooski
Mark Barlow	Burlington City Councilor	Burlington City Council

The following graphic shows the basic organization of the various roles described above that will occur as part of the public involvement component of this project.



## 3.0 Community Relations Management

The activities planned for this project are presented in this PIP in six categories. These categories include:

- Stakeholder Outreach
- Stakeholder Outreach to those without technology and/or those that speak languages other than English
- Meetings: Public, Project Advisory Committee, and Key Stakeholder
- Virtual Platforms
- Project Branding, Visuals, and Graphics
- Public Relations

The specific details of each category follow:

### 3.1 Stakeholder Outreach

The following is a summary of the efforts used to identify and develop a list of stakeholders and provide updates to said stakeholders.

#### 3.1.1. Stakeholder List

A comprehensive project stakeholder list will be developed early in the project and will be updated on a quarterly basis throughout the duration of the project. The stakeholder list is anticipated to include a variety of entities such as municipal officials, regional municipalities and agencies, local event coordinators, project abutters, major employers, businesses, schools, first responders and emergency services, bicycle and pedestrian groups, trucking and transit companies, U.S. Postal Service and private delivery companies, local hotels, and others.

As part of the project stakeholder list, key stakeholders will be identified and categorized. A key stakeholder is defined as any person, business, or entity that will require focused communication and additional efforts (e.g., translation, interpretation, disability) to communicate project information in a manner they can understand to allow for collaboration in project activities.

Additional efforts (explained in other sections of this PIP) will be made to identify and reach residents of Burlington and Winooski that have been historically marginalized or speak languages other than English.

### 3.1.2 Stakeholder Updates

Stakeholder updates will be provided throughout the duration of the project. The updates will be provided in various forms in consideration of whether the audience has access to technology or not. Stakeholder updates to those with access to technology may include email, e-newsletter, public service announcement, *Front Porch Forum* (city platforms only), direct mail (postcards), website, informational video, visual rendering, social media, VTrans' and CCRPC's weekly Traffic Alert, and Quick Response or "QR" codes incorporated into outreach materials for use by those with smart phones.

Outreach efforts will be focused on the three primary objectives including:

- The sharing of project information
- Building meaningful engagement and cultivation of care (i.e., everyone's input matters)
- Building overall community-wide project awareness and opportunities for input

### 3.2 Stakeholder Outreach to Those Without Access to Technology or Those that Speak Languages Other than English

Stakeholder updates to the members of the community without access to technology may be conducted using the following methods: in-person door-to-door outreach, use of *I Speak Cards* and translated materials presented as project flyers/fact sheets/postcards, placement of project posters at appropriate public spaces and community centers, as well as project information posted at each side of the Winooski Bridge (targeting bicyclists and pedestrians).

#### 3.2.1 Door-to-Door Outreach

Door-to-door outreach efforts are an essential way to maintain communication with those residing or working in the vicinity of the project that may not have access to other means of notification. It is often the most effective way to contact local businesses and residents with important information and to gain insights into how they perceive the project.

The timing of these door-to-door efforts is assumed to occur approximately one to two weeks prior to key milestones (such as public meetings). Prior to door-to-door outreach, close coordination will occur with VTrans, CCRPC, Burlington, Winooski, the Project Advisory Committee (or PAC), and local community ambassadors to identify the locations of residents and businesses that are currently underserved or may not have access to technology.

The use of *I Speak Cards* is anticipated for this door-to-door effort and project information will be provided in various languages in the format of a project flyer, fact sheet, or postcards.

### 3.2.2 Direct Mail

Direct mail may be sent to broad or targeted groups of residents and businesses, so they are informed about the project, opportunities for input, upcoming public meetings, and provided links to on-demand project information. It is anticipated that mailers will be translated into various languages.

### 3.2.3 Language Translation

Professional language translation services will be provided for up to twelve languages for a limited number of public outreach materials. It is planned that translation services will be provided by a combination of professional translators, translation software that will be integrated into the project website, and Google Translate.

QR Codes will be added to public outreach materials to provide additional access to translated materials.

## 3.3 Meetings: Public, Project Advisory Committee, and Key Stakeholders

The following is a summary for the various types of meetings that are anticipated to occur during the project.

### 3.3.1 Public Meetings

Public meetings will be held throughout the duration of the project. The format of each public meeting may vary based upon the topic and desired outcomes. Formats may include traditional, listening sessions, or workshops. The meeting announcements will be distributed to stakeholders, media outlets, and the cities for their distribution. In addition, in-person door-to-door outreach efforts will be deployed to engage targeted residents and businesses. The door-to-door outreach will be focused on underserved neighborhood, especially those with no or limited access to technology.

The in-person meeting locations will be selected in consultation with the PIT but are assumed to occur in either Burlington or Winooski. Efforts will be made to secure a location that is accessible based upon the standards set forth by the Americans with Disabilities Act (ADA), near a transit stop, and has parking available for the anticipated number of vehicles.

These public meetings are proposed as hybrid meetings. Comments and questions received during the public meetings will be recorded and addressed in coordination with VTrans. Presentations and meeting materials such as announcements, agendas, hand-outs, sign-in sheets will be prepared. These presentation materials and meeting summary will be posted on the project website.

Members of the public who do not wish to voice their comments publicly will be offered the opportunity to provide a private written or verbal comment at the meeting or submit comments through the project website, e-mail, or by U.S. Postal Service.

### 3.3.2 Project Advisory Committee Meetings

A Project Advisory Committee (PAC) comprised of diverse stakeholders to provide broad perspectives will be formed and charged with providing input to VTrans and the PIT on matters that may include outreach to the general public, businesses, and travelers as well as outreach and engaging underserved residents, residents without access to technology, and speakers of other languages.

In addition, it is anticipated the PAC will assist the PIT to identify the barriers of equity, belonging and inclusion, and provide collaboration on the best method to remove any barriers that may be present.

### 3.3.3 Key Stakeholder Meetings

Meetings with Key Stakeholders will be conducted throughout the project duration. These meetings, or discussions, are intended to establish relationships that will foster project implementation by gaining an understanding of their perspectives and concerns. Meeting with Key Stakeholders may also include meetings with local, state, and federal agencies that have oversight and interest in this project.

Insight gained from the discussions with key stakeholders will be shared with the PIT, TAC, and PAC for consideration relative to project communications, concerns, and impacts.

### 3.3.4 Advertising Public Meetings

The PIT will determine what forms of advertising will be necessary leading up to a project milestone, including which outlets to advertise, and by what means.

Advertising may include:

- Public Service Announcement (PSA)
- Print and on-line media
- Press Release
- Local event calendars
- Project website
- Email blast
- Social media post

Legal notices, if required, will be placed in local newspapers by VTrans in advance of public meetings in accordance with the public meeting notice policy followed by VTrans. A disclaimer listing contact information for special assistance will be included in the meeting notice.

## 3.4 Virtual Platforms

### 3.4.1 Project Website

The project website will serve as a primary location for posting project information and opportunities for the public to provide input. The website is expected to be available for public access in July 2023. VTrans and HNTB will collaborate on the development of the project website. HNTB will update the website, as needed, under the direction of VTrans.

The website will include the following categories of information:

- Project overview and project history
- Project schedule
- Maps, photos, and graphics to help inform the public
- Project news and milestones
- Public meeting announcements and links to attend as a virtual attendee
- Link to submit a comment or inquiry to the project team
- Links to informational materials and videos
- Document library that will serve as a repository of project materials
- Frequently Asked Questions
- Contact information to reach the project team
- Links to VTrans social media accounts
- Project information translated by professional translators
- Integrated language translation software
- Public Involvement Management Application (PIMA) integration
- Link to VTrans Factsheet

The project website URL address is:

<https://www.BurlingtonWinooskiBridge.vtransprojects.vermont.gov>

### 3.4.2 Public Involvement Management Application

The Public Involvement Management Application (PIMA) is an innovative virtual public outreach tool that will be integrated into the project website to enhance the public outreach services. The on-demand public facing features of PIMA include a comment form, a subscription form to sign-up to receive information e-mails, surveys, event hosting, and language translation (56 languages are provided by Google Translate). The administrative features provided by PIMA



include stakeholder database management, analytics and reporting, discussion tracking, an equity outreach dashboard, and comment response management. The PIMA platform will be updated on an as-needed basis as project information changes or milestones are achieved.

### 3.5 Project Branding, Visuals, and Graphics

A series of project materials, intended to assist in informing and engaging the public, will be developed. These materials may include various visuals and graphics such as banners, posters, and short informational videos. Further details are provided below.

#### 3.5.1 Project Branding

A set of branding standards that establishes a recognizable project identity has been developed. Project branding includes a logo, color scheme, and font to be used uniformly across all project materials. Branding options were developed with consideration to the nature of the project, project area, stakeholders, and visibility across several different media platforms.

The project logo has been finalized and is shown below. Project materials will include the project logo, as much as possible, so the project is easily identifiable.



#### 3.5.2 Maps, Banners, Posters, and Infographics

Project graphics and visualizations will be developed to support the public's understanding of the project. These may include project location maps, project posters, project banners, visualizations, detour maps, alternate route maps, renderings, and other graphics that can be used on educational materials, the project website, email notifications, and in public presentations. Drone images and video will be taken early in the project to be used in public presentations, project graphics, and in project informational videos.

#### 3.5.3 Project Brochures/Flyers

Project brochures or flyers including details about the project such as public meetings, opportunities for public input, project schedule, project milestones, graphics, and other important information to assist in public engagement will be prepared and distributed widely.

### 3.5.4 Multi-media Production

Various forms of media will be developed to engage the public and including informational videos, public service announcements, and social media. Radio advertising may be considered.

## 3.6 Public Relations

### 3.6.1 Monitoring/Reporting on Public Inquiries

Public inquiries will be monitored and documented in the Public Inquiry Log. Project inquiries and responses will be coordinated with VTrans. HNTB will be responsible for monitoring and managing all public inquiries received through the project website, PIMA, email, or verbal interaction. Timely responses to all project-related inquiries will continue to be prepared by the designated project team member based on the nature of the inquiry.

When an inquiry is received, it is logged in the Public Inquiry Log, a living document database. Each inquiry logged will continue to include:

- Inquiry identification number
- Date received
- Inquirer's name and contact information
- Inquiry question/comment in as much detail as possible
- Date of response
- Summary of the response
- Name of responder

At the end of the project, the complete Public Inquiry Log will be provided to VTrans for their permanent project records.

### 3.6.2 Press Releases

Press releases will be prepared and coordinated with the VTrans Project Manager and the VTrans Office of Public Outreach prior to distribution. The press release will be utilized as one tool to announce project milestones, public meetings, and/or other important project information on an as-needed basis.

### 3.6.3 Media Outreach

A customized project-specific media list has been developed and will be updated as needed. At key milestones, information will be distributed to the media to broaden the project awareness. A close relationship with local news outlets will be maintained and opportunities to work together to broaden project awareness will be fostered.

### 3.6.4 Media Monitoring

Monitoring media outlets for any articles or news stories related to the project will be conducted throughout the project duration. A Media Coverage/Inquiry Log was created to keep track of media coverage and inquiries. When applicable, media coverage links may be posted on the project website. At the end of the project, the complete Media Coverage Log will be provided to VTrans for their permanent project records.

### 3.6.5 Community Event Attendance / Exhibit Displays

Community events will be selected and attended for the purposes of engaging and informing the public and stakeholders about the project. This in-person format will also include a project information display and project information take-aways such as flyers, fact sheets, and postcards.

### 3.6.6 Social Media Content Development

Social media content will be developed for use by VTrans, CCRPC, Burlington and Winooski. It is anticipated that an average of one social media post per month will be developed for the project duration. Project-specific social media channels will not be developed (as per VTrans policy).

The VTrans social media accounts will be used for major project milestones, public meeting announcements, and pop-up informational campaigns. Links to the VTrans social media platforms will be placed on the project website.

Existing VTrans social media accounts that may be used for this project include:

[Facebook](#) – VTrans On The Road

[Twitter](#) – AOT Vermont

[Instagram](#) – AOT Vermont

[YouTube](#) - VTransTV

Social media post content may include:

- Project news
- Opportunities for the public to provide input
- Public meetings
- Educational materials or links
- Notice of public events
- Event photos
- Construction photos
- Links to project website

VTrans will remain the final approver of all content and is responsible for all postings on its social media accounts. Links to these accounts will be provided on the project website.

### 3.6.7 Earned Media Outreach

Story pitching will be provided to the local media on a monthly basis. The story pitching ideas that will be considered are assumed to be generated through the other public outreach and engagement efforts as well as from the PIT and PAC.

### 3.6.8 Public Site Tours

Public site tours are anticipated to occur at appropriate times during the project and may include the interested public, professional organizations, and student groups.

## 4.0 Project Team Reporting

### 4.1 Monthly Status Reports

HNTB will prepare monthly project status reports for VTrans that will be included with every invoice submission. The project status reports will summarize all public involvement-related activities, deliverables, any problems affecting the project or requiring VTrans resolution as well as a list of all activities and deliverables to be completed in the upcoming month.

In addition, when available, website and PIMA analytics will be submitted with the monthly status reports.

### 4.2 Project Close-out Report

HNTB will provide a post-project report describing the public involvement activities and deliverables completed. The post-project report will incorporate a summary of the project and will detail each of the public involvement deliverables and services completed. All final deliverables will be included as appendix items to the post-project report.

The items that will be included in this report will include:

- Stakeholder Contact List
- Public Comment/Inquiry Log and Responses
- Public Meeting Materials (presentations, handouts, sign-in sheets, meeting summaries)
- PAC Meeting Materials (presentations, handouts, sign-in sheets, meeting summaries)
- Project Fact Sheets, Flyers, and Postcards
- Maps/Graphics/Infographics and Branding Information
- Website Analytics
- PIMA Analytics
- Media Coverage Log
- Project Close-out Survey Results
- Site Photos
- Record of I Speak Card requests
- Record of language translation

## APPENDIX A - PROJECT SCHEDULE OVERVIEW

MAJOR PUBLIC INVOLVEMENT EFFORTS	DEVELOPMENT PHASE																																														CONSTRUCTION PHASE
TASK DESCRIPTION	2023												2024												2025												2026										2026 ----->
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J				
Project Website and Updates																																															
Host Periodic Public Meetings																																															
Conduct Door-to-Door Outreach																																															
Conduct Community Outreach - Ongoing																																															
Host Periodic Meetings with Property Owners																																															
Host Periodic Project Advisory Committee Meetings																																															
Host Periodic Public Involvement Team Meetings																																															
Attend Periodic Community Events																																															
Public Outreach During Construction																																															
MAJOR DESIGN & ENGINEERING EFFORTS	DEVELOPMENT PHASE																																														CONSTRUCTION PHASE
TASK DESCRIPTION	2023												2024												2025												2026										2026 ----->
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J				
Data Collection																																															
Develop Concept Plans																																															
Environmental Document and Agency Permitting																																															
Utility Coordination																																															
Right-of-Way Coordination																																															
Traffic Analysis																																															
Advance Preliminary Design																																															
Develop Request for Proposal (RFP) for Contractor																																															
Design-Build Team Procurement																																															
Design-Build Team Final Design & Construction																																															

Disclaimer: This Project Schedule Overview is tentative and is subject to change.